

## **1200 Series**

**1201    Income Eligibility and Household Composition**

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 1201	Page 1 of 2
<b>Community Services Policy Manual</b>	SUBJECT Earned Income Tax Credit Program:  <b>PROGRAMMATIC and NARRATIVE REPORTING</b>		EFFECTIVE DATE <b>04/17/07</b> ISSUE DATE <b>04/20/07</b>

## REFERENCES:

- CSBG-T (CSBG-Tax Preparation Assistance and EITC Outreach) – Planning Instructions and Funding Agreement.

## PURPOSE:

To provide CAAs with instructions and requirements for reporting activity under the CSBG-T Program.

## POLICY:

Reports will be required to satisfy state and local management needs. The grantee is required to complete and submit the CSBG-T, Programmatic and Narrative Report, DHS-304.xls (Rev. 04-2007), by the dates listed below. See Item 202 for the form.

Note: The DHS-304 has been updated and is now an excel spreadsheet document. The electronic spreadsheet will be emailed to you by your DHS grant manager.

## Report Instructions:

### Section I. A, B, C, D and E: (Page 1 of 2 – Report Due **May 17, 2007** and **July 17, 2007**)

Indicate: The total number of households served; the total number of household members benefiting; the number of forms completed, returns/forms e-filed and total amounts to be credited and refunded/overpaid; the number of amended or prior year returns; and the number of volunteer hours contributed to the program. (See attached EXAMPLE, Page 1 of 2/Sheet 1 of 2.)

### Section II: (Page 2 of 2 – Report Due **July 17, 2007**)

Describe any special “success” stories, attributed to the CSBG-T program, experienced by its clients. Note: Such stories can be used by DHS to show the statewide impact of the work of the CAAs as well as to promote EITC filing by Michigan’s low-income citizens.

### Section III. A, B & C: (Page 2 of 2 – Report Due **July 17, 2007**)

Indicate significant accomplishments and significant problems encountered during the administration of the project as well as identify any recommendations to improve implementation of this program in the future.

### Section IV.: (Page 2 of 2 – Report Due **July 17, 2007**)

Identify any community providers that referred clients to the grantee for tax services.

MICHIGAN DEPARTMENT OF HUMAN SERVICES		Item 1201	Page 1 of 2
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Section V.: (Page 2 of 2 – Report Due **July 17, 2007**)

Attach a copy of any outreach materials developed for the implementation of the program and describe how the materials were distributed

**Report Submittal Process:**

Reports shall be submitted to the DHS grant manager, electronically, by the due dates noted above. Addresses are as follows:

Jean Luttig	Email: <a href="mailto:luttigj@michigan.gov">luttigj@michigan.gov</a>
Dianne Morales	Email: <a href="mailto:moralesd@michigan.gov">moralesd@michigan.gov</a>
Mike Rodriguez	Email: <a href="mailto:rodriguezm3@michigan.gov">rodriguezm3@michigan.gov</a>
Jim Turner	Email: <a href="mailto:turnerj@michigan.gov">turnerj@michigan.gov</a>

Attachment:

EXAMPLE Completed DHS-304 (Page 1 of 2/Sheet 1 of 2)